Allegheny County Department *of* Human Services

RFP Response Form

RFP for a Latinx Community Needs Assessment

PROPOSER INFORMATION

Proposer Name: Metis Associates, Inc.

Authorized Representative Name & Title: Stan Schneider, President

Address: 55 Broad Street, New York, NY 10004

Telephone: ▉▉▉▉▉▉▉▉

Email: ▉▉▉▉▉▉▉▉▉▉▉▉▉▉

Website: www.metisassoc.com

Legal Status: ☒ For-Profit Corp.   ☐ Nonprofit Corp.   ☐Sole Proprietor   ☐Partnership

Date Incorporated: August 17, 1977

Partners and/or Subcontractors included in this Proposal: Mon-Win Consulting

How did you hear about this RFP? *Please be specific.* Gov Directions (subscription)

Does your organization have a telecommunications device to accommodate individuals who are deaf or hard of hearing?   ☒ Yes   ☐ No

REQUIRED CONTACTS

	Name	Phone	Email
Chief Executive Officer	Stan Schneider	▉▉▉▉▉	▉▉▉▉▉▉
Contract Processing Contact	Donna Wilkens	▉▉▉▉▉	▉▉▉▉▉▉
Chief Information Officer	Bob Harrington	▉▉▉▉▉	▉▉▉▉▉▉
Chief Financial Officer	Bob Harrington	▉▉▉▉▉	▉▉▉▉▉▉
MPER Contact*	Bob Harrington	▉▉▉▉▉	▉▉▉▉▉▉

* MPER is DHS's provider and contract management system. Please list an administrative contract to update and manage this system for your agency.

RFP for a Latinx Community Needs Assessment

BOARD INFORMATION

Provide a list of your board members as an attachment or in the space below.
Stan Schneider, Board Chair (there is only one board member)

Board Chairperson Name & Title: Stan Schneider, President

Board Chairperson Address: 55 Broad Street, New York, NY 10004

Board Chairperson Telephone: ▮▮▮▮▮▮▮▮

Board Chairperson Email ▮▮▮▮▮▮▮▮▮▮▮▮

REFERENCES

Provide the name, affiliation and contact information [include email address and telephone number] for three references who are able to address relevant experience with your organization. *Please do not use employees of the Allegheny County Department of Human Services as references.*

1. Merilee Rutolo, Chief Operating Officer, Center For Family Services, ▮▮▮▮▮▮▮▮▮▮▮▮
2. Qaadirah Abdur-Rahim, Chief Executive Officer, Future Foundation, ▮▮▮▮▮▮ ▮▮▮▮▮▮▮▮
3. Amoretta Morris, Director of National Community Strategies, The Annie E. Casey Foundation, ▮▮▮▮▮▮▮▮▮

PROPOSAL INFORMATION

Date Submitted 9/18/2020

Amount Requested: $50,000

CERTIFICATION

Please check the following before submitting your Proposal, as applicable:

☒ I have read the standard County terms and conditions for County contracts and the requirements for DHS Cyber Security, EEOC/Non-Discrimination, HIPAA and Pennsylvania's Right-to-Know Law.

☒ By submitting this Proposal, I certify and represent to the County that all submitted materials are true and accurate, and that I have not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information,

recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

Choose one:

☐ My Proposal contains information that is either a trade secret or confidential proprietary information and I have included a written statement signed by an authorized representative identifying those portions or parts of my Proposal and providing contact information.

OR

☒ My Proposal does not contain information that is either a trade secret or confidential proprietary information.

ATTACHMENTS

Please submit the following attachments with your Response Form. These can be found at http://www.alleghenycounty.us/dhs/solicitations.
- MWDBE documents
- Allegheny County Vendor Creation Form
- 3 years of audited financial reports
- W-9
- Budget, as desired

RFP for a Latinx Community Needs Assessment

REQUIREMENTS

Please respond to the following. The maximum score a Proposal can receive is 65 points. Your response to this section should not exceed 10 pages.

Organizational Experience (15 points possible)

1. Describe your experience performing Community Needs Assessments.
Metis Associates will bring to Allegheny County over 40 years of practice in designing and carrying out community needs assessments aimed at improving services, identifying assets and gaps, and learning about the health, education, safety, housing, food security, and other needs of residents. We have planned and completed numerous studies in neighborhoods, counties, and cities nationally that have featured:
- A community-driven approach to guide and inform the study activities
- A methodology that combines qualitative and quantitative data and uses both primary statistical information and secondary data (e.g., neighborhood surveys, service provider surveys, resident focus groups, community leader interviews)
- A culturally responsive framework for communicating and working with stakeholders and for collecting data on community needs that takes into account race, culture, language, and ethnicity

Below are examples of such projects, including the name of the project and client organization, a brief description of the study, and the different services Metis provided:
- *Parkside Neighborhood Needs and Assets Assessment,* The Opportunity Alliance (Portland, ME) – For this urban community needs and asset assessment, Metis focused on older adults, new immigrants, and families with school-age children and examined community satisfaction and engagement, personal and community health, education and youth development, employment and job training, and community services. Metis facilitated a resident-led study advisory team, trained community residents to conduct data collection, developed stakeholder surveys, interviewed community residents and leaders, presented findings to the community, and wrote study reports.

- *Atlanta Promise Neighborhood Needs Assessment*, Morehouse School of Medicine and United Way of Metro Atlanta (Atlanta, GA) – Metis conducted a needs assessment study designed to support the multi-partner development of a cradle-to-career continuum of services for the distressed neighborhoods in west Atlanta. Metis compiled and analyzed secondary data sources related to poverty, education, childcare, early learning, health, and food access/security. The project included focus groups with project partners, resource mapping to identify gaps in services, evaluation design, and strategic plan development.

- *County-Level Needs Assessment of Parents with Young Children,* Georgia Governor's Office for Children and Families. In this needs assessment project, Metis identified the unmet needs of Georgia's parents of infants and young children and assessed the availability, sufficiency, quality, and need for programs and services for these families at the county level. Metis worked with diverse stakeholders to develop and pilot a county-level service provider survey, oversaw online survey administration with local service provider representatives, analyzed the survey data by county, and presented study findings to stakeholders.

4

RFP for a Latinx Community Needs Assessment

- *Countywide Survey of Parents/Caregivers,* The Children's Trust (Miami, FL) – Metis conducted a survey research project to identify the most critical needs of families in Miami-Dade County related to child care and early learning, parenting skills building and family support, youth development/adolescent risk prevention, and maternal, infant, and child health. Metis worked with a local research firm to conduct the telephone survey in English, Spanish, and Creole, developed the survey sampling design to ensure resident representativeness, conducted the data analysis, and prepared a comprehensive report of survey findings. The Children's Trust used the findings to help direct funding for countywide programming and service delivery.

- *Camden Promise Neighborhood Needs Assessment Study*, Center for Family Services (Camden, NJ). Metis partnered with Camden-based researchers to lead a community needs and asset assessment focused on health, education, childcare, early learning, public safety, and food accessibility. Metis developed a neighborhood resident survey (in English and Spanish) to identify needs and assets of families with school-age children, designed the sampling plan to ensure community representativeness of diverse groups, compiled and analyzed statistical and demographic data, conducted focus groups with parents and stakeholder interviews, conducted qualitative and quantitative data analyses, prepared a comprehensive report of findings, and assisted with strategic plan development and evaluation planning.

2. **Describe your experience engaging diverse populations. Include the behaviors, attitudes, policies, structures, and methods that you employ to work on a cross-cultural basis.**

Metis believes firmly in the practices of participatory, culturally-responsive, and community-driven research to ensure the most meaningful community assessments that stakeholders will value and use. We understand that the engagement of diverse stakeholders throughout the research process is crucial for ensuring that the needs and assets of different groups fully inform both the research process and its outcomes.

The Metis team will bring to the Allegheny County Latinx Community Needs Assessment over four decades of commitment to and experience with applying a cross-cultural lens to our research projects and engaging diverse residents and community stakeholders in all facets of our studies. For the different community assessment studies described above, Metis researchers have engaged diverse populations with respect to:
- Age (e.g., teens/youth, adults/families with young children, senior/older adults)
- Geographic location (e.g., cities, counties, urban neighborhoods)
- Culture (e.g., newly-arrived immigrants)
- Racial/ethnic background (e.g., Latinx, African-American, Haitian)
- Setting (e.g., schools, neighborhood centers, public housing, temporary or transitional housing, places of worship)

Our commitment to cultural competence moves beyond the understanding of study participants and includes specific policies, structures, and methods we use to ensure that all of our community studies encompass cross-cultural practices. Metis practitioners:
- Familiarize ourselves with the cultural context of each community in which we work

- Engage stakeholders that reflect the diversity of the target community, including laying ground rules for participation that establishes and promotes equality and builds trust among and across stakeholders. For example, we have established cross-sector, broadly-representative advisory teams to help with planning and implementing needs and asset assessments interpreting findings.
- Emphasize the types of information stakeholders/residents respect and trust
- Ensure that multiple and diverse perspectives determine what counts as credible evidence to support a study finding or result
- Consider unique cultural factors (e.g., race/ethnicity, language, political experience, age, class, gender identify) when identifying data collection methods
- Ensure that data collection instruments are translated into the most appropriate languages for the target community
- Involve diverse stakeholders in interpreting data and finding meaning in the study results and ensure study participants validate conclusions
- Tailor the dissemination and sharing of study results to stakeholder needs (e.g., use culturally-appropriate posters or data walks to convey and promote the use of study findings)

3. **Provide a roster of personnel who will work on the Assessment. Include brief descriptions of their applicable experience, how they will contribute to the Assessment and how much of their time they will devote to the Assessment within the nine-month time frame.**

Metis has assembled a well-qualified study team to implement the proposed Latinx Community Needs Assessment, including a partnership with Mon-Win Consulting, a Pittsburgh-based W/MBE consulting firm.

Donna Wilkens will serve as a **Senior Technical Advisor** to the study team. Donna is a Managing Senior Associate at Metis, specializing in designing and directing community needs and assets assessment studies that meaningfully engage diverse stakeholders. With over 25 years of related experience, she has led or supported needs assessment projects in numerous communities, such as Camden, NJ, Portland, ME, Atlanta, GA, Rockdale County, GA, East Flatbush/Brooklyn, NY, and Miami-Dade County, FL. As Senior Technical Advisor, Donna will devote approximately 10 hours of her time to the project and will be responsible for ensuring the overall quality of Assessment deliverables. Her specific role will include reviewing the content, cultural-responsiveness, and structure of all data collection instruments developed, contributing to the resident researcher training, planning the virtual data walks, and reviewing and editing the final Assessment report.

Anna Minsky will serve as the **Study Director** and will be responsible for managing the day-to-day implementation of the Latinx Community Needs Assessment. Anna received her Master's Degree in Urban Planning from Hunter College, where she specialized in issues of community development, including an in-depth neighborhood needs assessment and plan for Sunnyside, Queens, one of the most diverse immigrant communities in the world. At Metis, Anna is a senior researcher with a great facility for demographic research on neighborhood anti-poverty programs. For the last six years, she has provided data support to the Annie E. Casey Foundation Family-Centered Community Change grantees. In this role, she manages large sets of data, helps grantees govern their data operations and tell their data stories, and facilitates different data engagement mechanisms, including data walks. Anna will report directly to Donna Wilkens and

will spend 86 hours on the proposed study. Her major project responsibilities will include: conducting the DHS administrative data review and analyses, developing the data collection tools, overseeing the work of Mon-Win Consulting, supervising the work of the project Research Assistant, planning and facilitating the data walks, and serving as the lead writer for the final study report.

Nirajana Tripathy will serve as the project **Research Assistant** and provide 99 hours of research and administrative support for the Metis study team. Reporting directly to Anna, her main roles in the project will be to conduct the literature and statistical data reviews, train the community research partners, analyze the qualitative and quantitative data under the Study Director's direction, and assist with the data walks and report writing activities. Nirajana will bring to the project an extensive qualitative and quantitative data analysis and management background, and adeptness at using different tools to create data visualizations and summaries. She holds a Master's degree in Epidemiology from Columbia University and a Bachelor's degree in Public Health from Rutgers University.

Ivette Mongalo-Winston, the Principal of Mon-Win Consulting, will serve as the project **Qualitative Researcher**. Ivette is bilingual in English and Spanish and has 15 years of experience in community engagement, planning, and facilitation. Her practice is rooted in transparency, clear communication, and a strong spirit of collaboration, as well as a desire to make communities better places to live for all residents. Ivette is skilled in pulling together diverse stakeholders and helping them to understand each other's opinions, concerns, and visions about the project at hand. Ivette has Bachelor's degree in Architecture from the University of Maryland and a Master's degree in Suburb and Town Planning from the University of Miami. She will spend 56 hours on the Latinx Community Needs Assessment, focusing mostly on conducting qualitative data collection activities.

Assessment Description and Plan (45 points possible)

4. **Describe your plan to complete the Assessment. Include your methodology for data collection and analysis and how you will achieve Assessment outcomes.**

"An individual's connection to his or her community has been linked to citizen participation and increased psychological empowerment" (Casa de Esperanza, 2013). Our methodology for data collection and analysis is designed to simultaneously contribute to connections within the Latinx community of Allegheny County and gather information from the community to contribute to a dialog between the community and the Department of Human Services (DHS). We propose a five-pronged approach to data collection: a literature review (including reports, public and administrative demographic data), community leader interviews, countywide service-provider surveys, resident focus group interviews, and community feedback during virtual data walks.

The literature review will simultaneously help to achieve the assessment outcomes and to guide the development of the survey protocol and materials for the virtual data walks. We hope to consult prior Latinx Community Needs Assessments, other related community assessments, news media, and evaluations of human service interventions (i.e., best practices). Public data from such sources as the American Community Survey and the Bureau of Labor Statistics will provide insight about countries of origin, geographic dispersal, ages, living situations, trends over time, and service needs. Administrative data from the DHS Data Warehouse may provide

additional insight into languages, countries of origin, literacy levels, geographic dispersal, ages, and living situations. We expect that administrative data will be useful for seeing changes over time, particularly since we want to focus on the last five years for a relatively small subpopulation of the county. The American Community Survey, for example, is of limited use at this level of granularity, given their low sampling rates. We are also hopeful that the administrative data will provide clues to identify smaller geographically dispersed Latinx communities that could be confirmed and leveraged during the later stages of the project.

After completing the literature review, the study team will develop the interview protocols to use with community residents and community leaders; submit those to DHS for review; finalize the interview protocols incorporating DHS team feedback; and schedule the community leader interviews. These interviews will be an opportunity for organizational leaders, board members, and any other community leaders we identify (e.g., clergy, restaurant/business owners, dance instructors) to guide the direction of the Community Needs Assessment. We plan to conduct four interviews with two participants in each session. If participants can respond to one another, we believe we will elicit more nuanced information than if we conducted two half-hour interviews separately. In addition, in our experience, participants find that the combined interview is a better use of their time since they can make or strengthen a connection to someone else in the community. We will ask about the assessment outcomes referenced in the Request for Proposals (e.g., languages spoken and literacy levels) and ask for the support of these key stakeholders in our outreach efforts (described in Section 5).

The service provider survey will be an opportunity to include the voices of service providers in our analysis and recommendations. We will collect systematic data from the county's providers across the many different human service domains of interest to DHS. The survey will go to both managers and front-line workers, and will collect information about responding agency type, respondent's agency role/position, respondent demographics (e.g., race, ethnicity, and what languages besides English respondents speak), and years worked in the county, which will allow the study team to disaggregate survey findings by subgroups of respondents. We will design the service-provider survey to collect data on programs, services, and activities currently offered within the county, perceptions of barriers to access these services, perceptions of quality, and the unmet service delivery needs of the county. Findings from the community leader interviews, as well as the literature review, will inform the survey development. It will also be important to get some results from the survey in advance of the resident focus group interviews so that residents will have an opportunity to speak to the impressions of service providers. After the survey, we will finalize and translate the resident focus group protocol, hire and train the community resident researchers, and conduct the resident focus group interviews.

The centerpiece of the effort will be nine small focus groups, with a total of 36 community residents. We plan to limit these to four people per group to create an environment where residents can get to know one another or enjoy time chatting about their community with folks that they already know. Focus groups will be conducted by Ivette Mongalo-Winston, a Latina researcher, certified MBE/WBE/DBE in PA, and resident of Allegheny County, who is fluent in both English and Spanish. The focus group interviews will be especially important for learning about how interviewees are connected to and disconnected from county services and for what reasons. If any other languages (e.g., French) are needed, we plan to hire a local interpretation

service, Global Wordsmiths, who will also provide interpretation, translation, and some transcription services for other components of the approach.

The focus group interviews will begin by asking residents about demographic and background information, such as how they identify themselves in regards to gender, race, and culture, length of time living in Allegheny County, area of residence within the county, and employment status. The interview protocol will include questions about their preferred methods of transportation and communication and the reasons for their preferences (including technology access). The types of communication we will ask about their preferred methods for could include both how they receive information from DHS about services and how they communicate back to DHS about those services or service gaps on an ongoing basis. The protocol will also address the community's human service needs—for safety, medical care, childcare, education, and housing—whether they have sought out DHS services to respond to these needs and, if so, what their experiences have been. These questions taken together should point to service gaps and possible remedies to those gaps. We will also ask residents what they see as the greatest or most pressing service gaps and any specific ideas to address those gaps.

Mon-Win will facilitate the resident focus groups with assistance from a team of 5 to 10 community resident researchers recruited and hired from among the Allegheny County Latinx community. The study team will train the resident researchers in the basic research skills needed to engage and assist in the assessment process. The training will introduce the goals, methods, and timeline for the Latinx Community Needs Assessment; assess the skills and assets of the community researchers to help tailor the training accordingly; teach effective community outreach strategies; teach how to use Zoom video-conferencing; and cover interviewing, probing, and note-taking techniques for conducting focus groups. The training will be conducted in both English and Spanish, and the training and the resident focus groups will be conducted using online video-conferencing to respect social distancing. The outreach strategy that will guide the community resident researchers is described in Section 5, below.

All focus group participants will receive a stipend for their participation, and we will make every effort to have a diverse sample of residents of different cultures, levels of linguistic isolation, literacy levels, ages, races, genders, places of residence, ability status, and immigration status. However, even under the best circumstances, it would still not be possible to have a fully representative sample of the Latinx community. Therefore, we will compare information about the demographics of our sample with the best available demographic information about the community at large. Moreover, we will ask residents and community leaders about what things they "know that they don't know" to be as clear and honest as possible about the limitations of the Needs Assessment and to offer direction to anyone who might want to follow up on the work of the study.

Next, the study team will synthesize all of the information into key findings (demographics, service coverage and gaps, service delivery methods and gaps) and present and discuss these with the DHS team. Following that discussion, we will develop a set of recommended strategies to address community needs and service delivery gaps, leveraging both the primary data we have collected and the literature that addresses best practices for the identified areas. For example, a Massachusetts study of barriers to food access in 2017 found that not having a car was a significant barrier and that making streets more walkable/bikeable and investing in mobile food distribution had some demonstrated success as remedies. These findings and recommendations

will be distilled into approximately four online data posters—the focal points for community conversations that we call virtual data walks.

Typically, a data walk allows a community to view data posters and discuss information and findings together. Due to the constraints of social distancing, we will conduct two virtual data walks in place of one in-person data walk. We would invite all community resident researchers, interview participants, and any friends or neighbors to participate in the data walk alongside staff from DHS. It will be an opportunity for members of the Latinx community to see what we are doing with the data that they provided and to let us know if the key findings and recommendations seem correct. The virtual posters will likely include maps, charts, graphs, pull quotes, and pictures, and will be produced in both English and Spanish. Depending on the number of participants, they may be divided into small groups. Each group will be either all-English or all-Spanish and will be provided with a designated amount of time with each poster. Someone from the study team will go over the content of the poster, pose a few discussion questions or topics, and then participants will have an opportunity to respond and discuss. The notes from these discussions, taken by the study team, will inform the development of the final study report. The intention is that this last prong of the approach will build trust and communication channels for lasting interaction between the Latinx community and DHS.

5. **Describe the community engagement strategies you will use to engage a sample of the Latinx community. Include the methods of communication you will use to reach individuals, families and community-based organizations. Describe the special considerations you will utilize for the hardest-to-reach populations.**

Our community engagement strategy will begin with institutions. We understand that DHS will provide connections to local stakeholders and advisory bodies such as the Immigrants and Internationals Advisory Council (IIAC) and a diverse group of immigrant leaders and service providers such as Latino Community Center and Casa San Jose. The study team will ask for the support of these organizations in reaching out to their members as potential community research partners and focus group participants. We will also ask them for suggestions about other organizations that might help with community outreach and engagement. The help could include spreading the word; community-based places to conduct outreach; and space and devices (e.g., computers, laptops, or tablets) for residents with limited technology access to participate in the online focus groups.

The next strategy will be the recruitment, hiring, and training of a cadre of 5 to 10 community research partners. Building on the experience described by Casa de Esperanza in their 2013 guide *Fuerza Unida,* we believe that the "benefits of recruiting, training, and supporting community members to facilitate listening sessions are too positive to ignore." We believe that a diverse group of community research partners can help reach different parts of the Latinx community, and they will guide and adapt the outreach strategy based on the considerable knowledge and experience with their communities that they would bring to the project.

The community research partners will conduct direct outreach with people they know personally or through groups and institutions. They will be responsible for making contacts with clients of organizations that had agreed to support the Needs Assessment study. They will also be responsible for contacting schools, libraries, clinics, and DHS service providers throughout Allegheny County to ask them to get the word out to their constituents, and to hit the pavement

and visit those organizations that are still visited despite social-distancing such as supermarkets, drug stores, and hair salons. Community research partners will also be involved in designing print and virtual flyers for recruitment of resident focus-group participants and assisting participants who need help to log in to online meetings.

As residents sign up to participate in the focus groups, the study team will collect some demographic information, and as much as we are able, we will select 36 participants to maximize the diversity of the sample.

The cornerstone of our plan to recruit the hardest-to-reach populations is to provide meaningful stipends of $35 to participants. In our experience, news of an opportunity to get paid travels faster and with less friction through whisper networks than news of an opportunity to volunteer. We are also prepared to engage translation services as we come upon residents of the community that do not speak English or Spanish. We are hopeful that the good name of DHS in the county and the relative familiarity of our community research partners will help residents to feel that they can trust this effort. Additionally, the study team will create a final product that can be shared easily with the community, and that resulted from an inclusive process that helped build trust between DHS and the Latinx community.

6. **Describe how you will communicate in Spanish and how you will use other language access measures for the Assessment.**

All of the activities that involve direct contact with the community will be led by researcher Ivette Mongalo-Winston, a Latinx resident of Allegheny County who is fluent in both English and Spanish. We have also been in contact with Global Wordsmiths, a local translation and interpretation service recommended from the Pittsburgh Public Schools, and can translate interview protocols, reports, and posters and provide interpretation into additional languages such as French, if necessary. Barring the unlikely event that we do not find a sizable population of Latinx residents who speak Spanish better than English, we intend to translate the final report into Spanish so that everyone who participated in creating it has access to the final product.

7. **Describe the challenges you anticipate in conducting the Assessment and how you might mitigate those challenges.**

Two major challenges we anticipate are a lack of trust in government and considerable barriers to engaging community members who cannot access technology while respecting the ongoing need for social distancing because of the COVID-19 pandemic.

Given the aggressive posture of the United States government towards undocumented immigrants and their communities, it is reasonable to assume that people might be wary of participating in a project to make the government function better. The study team will use the early stages of the project to ascertain if there are parts of the government that are more trusted than others and build on those connections. We will also make every effort to be transparent about whom we represent, our process, and our findings so that this project could be pointed to in the future as a reason to trust government services.

Some people are more comfortable attending meetings online than in person, and some people, particularly those with limited mobility, may be able to attend online focus groups much more easily. However, other people, particularly the elderly and socially-marginal residents, may not have access to computers or cell phones and may not be comfortable using them. We hope that

local stakeholders, or perhaps DHS, may provide space and computers for participants to join online focus groups. The study team will ask community research partners to provide hands-on assistance with the devices and the video-conferencing technology during the focus group interviews.

8. Provide a detailed timeline and include specific deliverables.

As shown below, Metis is proposing to conduct the Latinx Community Needs Assessment over seven-months from December 1, 2020, through June 30, 2021.

Detailed Project Tasks and Timeline
Dec-20
Conduct an initial kick-off meeting with the DHS team (by video conference) to finalize the scope of work and project work plan
Conduct a literature review of trends in Latinx communities in Allegheny County and surrounding areas, including the 2016 Assessment by Latino Family Center and Casa San Jose
Compile, review, and analyze public demographic data from such sources as the American Community Survey and the Bureau of Labor Statistics
Review/analyze administrative data in the Allegheny County Data Warehouse
Conduct monthly project management, including ongoing communication with the DHS contact
Jan-21
Develop interview protocols for use with community residents and community leaders and submit to DHS single point of contact and project partners for review
Deliverable: Finalize the interview protocols, incorporating feedback from the DHS team
Conduct monthly project management, including ongoing communication with the DHS contact
Feb-21
Schedule and conduct 1-hour interviews with up to eight community leaders in English or Spanish as appropriate
Transcribe and debrief on community leader interviews among the study team and DHS
Conduct monthly project management, including ongoing communication with the DHS contact
Mar-21
Develop survey instrument to administer online with Allegheny County service providers, including child welfare, mental health, drug and alcohol, homelessness, aging, intellectual disability, and others, and submit to the DHS team for review
Deliverable: Finalize service provider survey, incorporating feedback from DHS
Administer online survey with countywide service providers
Hire, train, and strategize with community research partners
Engage resident researchers in the development of flyers to let people know about the opportunity to participate in the focus groups
Engage with residents to find participants for focus group interviews and schedule groups
Conduct monthly project management, including ongoing communication with the DHS contact
Apr-21

Detailed Project Tasks and Timeline
Deliverable: Revise, translate, and finalize the resident focus group interview protocol
Facilitate/conduct a series of nine focus group interviews (online) with a sample of 36 county Latinx residents (4 residents per 1-hour interview) in English and Spanish
Conduct monthly project management, including ongoing communication with the DHS contact
May-21
Transcribe and analyze interview, focus group, and survey data
Create and translate graphics/posters and plan virtual community data walks
Conduct monthly project management, including ongoing communication with the DHS contact
Jun-21
Facilitate a series of two online "data walks" with resident leaders, with interpretation, to share back with the community what we have learned so far and get further input for the final report
Deliverable: Prepare and translate final Latinx Community Needs Assessment report/submit to DHS

Financial Management and Budget (5 points possible)

9. **Provide a line item budget for the costs associated with the Assessment. Include a budget narrative that clearly explains all line items. You may attach the budget and budget narrative as a separate file (e.g., Excel file) or you may provide them in the space below. The budget and budget narrative will not be included in the page count limit.**

Metis proposes to carry out the above-described activities and prepare the required and proposed deliverables for a total cost of $50,000. As shown in the attached budget and budget narrative, of this total, the majority of the funds will cover the salaries, fringe benefits, and overhead costs of the whole study team ($46,520; 378.25 hours). This includes $34,499 for the Metis project team (218.75 hours), $8,400 for Mon-Win Consulting (56 hours), and $3,623 for the community resident researchers (103.5 hours). Note that the $8,400 for Mon-Win Consulting far exceeds the required 13% W/MBE set aside.

In addition, included in the budget is $1,260 to defray the cost of $35/hour stipends for the 36 study participants and $2,220 will allow for translation, transcription, and interpretation services for non-Spanish speaking residents.

Proposal to Conduct a Latinx Community Needs Assessment for Allegheny County, PA

Budget Prepared by Metis Associates

Project Tasks	Proposed Metis Study Team				Project Partners	
	Senior Technical Advisor (Wilkens)	Study Director (Minsky)	Research Assistant (Tripathy)	Project Support	Qualitative Researcher (Mongalo-Winston)	Community Resident Researchers
Dec-20						
Conduct an initial kick-off meeting with the DHS team (by video conference) to finalize the scope of work and project work plan	1	1	1			
Conduct literature review of trends in Latinx communities in Allegheny County and surrounding areas, including the 2016 Assessment by Latino Family Center and Casa San Jose		2	8			
Compile, review, and analyze public demographic data from such sources as the American Community Survey and the Bureau of Labor Statistics		2	8			
Review/analyze adminisrative data in the Allegheny Couny Data Warehouse		4	1			
Conduct monthly project management, including ongoing communication with the DHS contact		0.5	0.5			
Jan-21						
Develop interview protocols for use with community residents and community leaders and submit to DHS single point of contact and project partners for review	2	6			2.5	
Finalize community leader interview protocol, incorporating feedback from the DHS team and project partners		1				
Conduct monthly project management, including ongoing communication with the DHS single point of contact		0.5	0.5			
Feb-21						
Schedule and conduct interviews with community leaders (8 people, 2 people per interview, 1 hr interviews, in English or Spanish as appropriate)					6	
Transcribe and debrief on community leader interviews between study team and DHS		1	1	5.75	1	

Proposal to Conduct a Latinx Community Needs Assessment for Allegheny County, PA

Budget Prepared by Metis Associates

Project Tasks	Proposed Metis Study Team				Project Partners	
	Senior Technical Advisor (Wilkens)	Study Director (Minsky)	Research Assistant (Tripathy)	Project Support	Qualitative Researcher (Mongalo-Winston)	Community Resident Researchers
Conduct monthly project management, including ongoing communication with the DHS contact		0.5	0.5			
Mar-21						
Develop survey instrument to administer online with Allegheny County service providers, including child welfare, mental health, drug and alcohol, homelessness, aging, intellectual disability, and others, and submit to DHS single point of contact for review	2	6				
Administer online survey with countywide service providers			5			
Hire, train, and strategize with community research partners	1	4	28		16	
Engage participants in developing resident recruitment flyers						
Engage with residents to find participants for focus group interviews and schedule interviews		2	2		4	40
Revise and translate resident interview protocol		1.5				
Conduct monthly project management, including ongoing communication with the DHS contact		0.5	0.5			
Apr-21						
Facilitate/conduct group interviews (online) with a sample of county Latinx residents (36 people, 4 per interview) in English or Spanish, per need.				18	9	18
Conduct monthly project management, including ongoing communication with DHS contact		0.5	0.5			
May-21						
Transcribe and analyze interview, focus group, and survey data		4.5	24			20
Create and translate graphics and plan online data walks	1	24	8		3.5	16

Proposal to Conduct a Latinx Community Needs Assessment for Allegheny County, PA

Budget Prepared by Metis Associates

Project Tasks	Proposed Metis Study Team				Project Partners	
	Senior Technical Advisor (Wilkens)	Study Director (Minsky)	Research Assistant (Tripathy)	Project Support	Qualitative Researcher (Mongalo-Winston)	Community Resident Researchers
Conduct monthly project management, including ongoing communication with the DHS single point of contact		0.5	0.5			
Jun-21						
Facilitate a series of two online "data walks" with resident leaders, with interpretation. The purpose of the data walks is to share back with the community what we have learned so far and get further input for the final report.		6	6		6	6
Prepare and translate final Latinx Community Needs Assessment report	3	18	4		8	3.5
Personnel hours	10	86	99	23.75	56	103.5
Total personnel cost	$46,520					
Stipends for study participants (36 hours x $35/hour)	$1,260					
Translation and interpretation services for non-Spanish speaking stakeholders (37 hours x $60/hour)	$2,220					
Total Cost	$50,000					